



BOBJ REPORT DESCRIPTION

B0034 Employee Grievance Data

Report Description

This report lists all Grievance Issues filed by active employees. It includes all associated detail for each grievance basis along with status information such as informal and formal steps taken. Provides jump to 'B0022: Comments' report.

Report Location

PA: Grievances

Report uses

This data can be used to track and report events occurring in the EEO Informal Complaint and Grievance process, and the Policy Violation Grievance process beginning with the informal complaint step through the disposition of a complaint at the Office of Administrative Hearings (OAH). The data captured will reflect the State's activity for employee complaints and grievances. The data will also be used to determine training and/or education needs for employees.

Data Load Frequency

The data for this report is loaded every weekday morning, excluding holidays. This report will include any changes that were made to the data on the previous day, including retroactive changes.

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How to run this report

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes: '* Organizational Unit' (with a red arrow), '* From Day (Single Value, Mandatory)' (with a red arrow), '* To Day (Single Value, Mandatory)' (with a red arrow), 'Employee Group(s) - (Optional)' (with a green check), 'Employee Subgroup(s) - (Optional)' (with a green check), 'Employee(s) PersNo. - (Optional)' (with a green check), and 'Grievance Issue(s) - (Optional)' (with a green check). A blue cloud labeled 'Mandatory' points to the first three prompts, and a green cloud labeled 'Optional' points to the last four. On the right, the 'Organizational Unit' section has a 'Refresh Values' button and a list box. A red speech bubble says 'OK is grey until all mandatory prompts are completed.' The 'OK' button is disabled.

Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ ***Organizational Unit:** To select data for this prompt:
 - Make sure the “Organizational Unit” prompt is selected (1).
 - Click the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).

This screenshot shows the 'Prompts' dialog box with the 'Organizational Unit' prompt selected (1). The 'Refresh Values' button is clicked (2), showing a list of units: 'State Personnel', 'Administration' (selected with a blue box and labeled 3), 'Environment Natural Resc', 'Health and Human Servic', 'Correction', 'Cultural Resources', and 'Transportation'. The right arrow button is clicked (4) to add 'Administration' to the selection box on the right, which now contains 'Organizational plan\State of North Carolina\Gov'. A red speech bubble says 'OK is grey until all mandatory prompts are completed.' The 'OK' button is disabled.

➔ ***From Day and *To Day:** For From Day and To Day prompts:

- Select the prompt field (1).
- Type the date using the mm/dd/yyyy format (2).
- **OR**, click the calendar icon and select the date from the calendar for the time period desired (3).

The screenshot shows the 'Prompts' dialog box with a 'Prompts Summary' list on the left and a 'From Day (Single Value, Mandatory)' configuration panel on the right. The summary list includes: * Organizational Unit **Administration**, * From Day (Single Value, Mandatory) (highlighted with a yellow box labeled 1), * To Day (Single Value, Mandatory), Employee Group(s) - (Optional), Employee Subgroup(s) - (Optional), Employee(s) PersNo. - (Optional), and Grievance Issue(s) - (Optional). The 'From Day' panel shows a text input field with the placeholder 'M/d/yyyy' (labeled with a yellow box 2 and a blue arrow), a calendar icon (labeled with a yellow box 3 and a blue arrow), and a calendar for April 2015. The calendar shows dates from 1 to 30, with the 29th highlighted. A 'Today' button is at the bottom of the calendar. A red speech bubble contains the text: 'OK is grey until all mandatory prompts are completed.' The 'OK' button at the bottom right of the dialog is greyed out. A note at the bottom left of the dialog reads '* Required prompts'.

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Optional Prompts

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **Employee Group(s) - (Optional):** To select data for this prompt:
 - Make sure the “Employee Group(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
 - Click the search icon (3).
 - To see the key value for each Employee Group, click the key icon (4).
 - Select the desired Employee Group (5).
 - **OR**, if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Employee Group to the selection box (7).

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a configuration area for the 'Employee Group(s) - (Optional)' prompt on the right. The summary list includes several prompts, with 'Employee Group(s) - (Optional) SPA Employees' highlighted and marked with a yellow '1'. The configuration area for this prompt includes a search box with an asterisk and a yellow '2', a search icon with a yellow '3', a list of employee groups with 'SPA Employees (A)' selected and marked with a yellow '5', a key icon with a yellow '4', a right arrow with a yellow '7', and a direct entry field with a yellow '6'. The dialog also shows a timestamp 'April 30, 2015 6:57:30 AM GMT-04:00' and 'OK' and 'Cancel' buttons at the bottom.

- ✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt:
- Make sure the “Employee Subgroup(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Subgroup (2).
 - Click the search icon (3).
 - To see the key value for each Employee Subgroup, click the key icon (4).
 - Select the desired Employee Subgroup (5).
 - **OR**, if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Employee Subgroup to the selection box (7).

The screenshot shows a software interface titled "Prompts". On the left, a "Prompts Summary" list includes several prompts, with "Employee Subgroup(s) - (Optional) FT N-FLSAOT Perm" highlighted and marked with a yellow "1". The main area on the right is titled "Employee Subgroup(s) - (Optional) (optional)". It contains a search box with "A1" and a yellow "6", a search icon (key) with a yellow "4", and a right arrow with a yellow "7". Below the search box is a list of "Employee Subgroup" values, with "FT N-FLSAOT Perm (A1)" selected and marked with a yellow "5". At the bottom, there is a date/time field "April 30, 2015 7:21:03 AM GMT-04:00", a search box with an asterisk and a yellow "2", and a search icon with a yellow "3". The bottom of the dialog has "OK" and "Cancel" buttons.

- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the “Employee(s) PersNo. - (Optional)” prompt is selected (1).
 - Enter an employee number in the search box to verify the employee name (2).
 - Click the search icon drop down arrow and select “Search in key” (3).
 - Click the search icon (4).
 - To see the employee number, click the key icon (5).
 - Click on the desired Employee (6).
 - **OR**, if you do not need to verify the employee number, you can skip steps 2 through 6 and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8).

Prompts

Prompts Summary

- ✓ * Organizational Unit **Administration**
- ✓ * From Day (Single Value, Mandatory) **12/1/2013**
- ✓ * To Day (Single Value, Mandatory) **4/30/2015**
- ✓ Employee Group(s) - (Optional)
- ✓ Employee Subgroup(s) - (Optional)
- ✓ **Employee(s) PersNo. - (Optional)** **1**
- ✓ Grievance Issue(s) - (Optional)

Employee(s) PersNo. - (Optional) (optional)

12345678 **7**

Employee

Mickey L Mouse (12345678) **6**

April 30, 2015 11:29:52 AM GMT-04:00

12345678 **2**

Search in key **3**

Search on database

OK Cancel

- ✓ **Grievance Issue(s) - (Optional)** - To select data for this prompt:
 - Make sure the “Grievance Issue(s) - (Optional)” prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Grievance Issue (2).
 - Click the search icon (3).
 - Select the desired Grievance Issue(s) (4).
 - Click the right arrow to add the Grievance Issue(s) to the selection box (5).

Report Layout

The report lists all grievances based on the prompt selections. Below is a sample of the initial layout rendered.

B0034: Employee Grievance Data								
From Day - To Day : 2/23/2016 - 4/18/2016								
Org Unit	Org Unit Desc	Employee	Employee's Name	Grievance Start Date	Grievance End Date	Grievable Issue	Date of Alleged Event or Action	Policy Violation Action
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#
22222222	Public Relations	12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#

BO034 EMPLOYEE GRIEVANCE DATA

Continued...

Execution Date: 6/19/19									
Discrimination Action	Discrimination Basis	Informal Step Taken	Date Informal Completed	Formal Grievance Filed?	Date Formal Grievance Filed	Grievance Filed Timely?	Step 1 Result/Mediation	Date Step 1 Completed	Step 2 Filed?
Promotion	Age	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	National Origin	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes
Promotion	Race	Unresolved, EEO Informal Inquiry	2/12/2016	Yes	2/23/2016	Yes	Impasse	3/16/2016	Yes

Continued...

Date FAD Issued	FAD Exceeded Timeline	Appealed to OAH?	OAH Filing Date	OAH Deadline	OAH Case Number	OAH Case Status	OAH Remand Back to Agency	Remand Date
	#	#			#	#	#	
	#	#			#	#	#	
	#	#			#	#	#	

Continued...

B0034 EMPLOYEE GRIEVANCE DATA

OAH Final Decision	Decision Date	Comments?	Record Complete	Grievance Count	Reason Count
#		X	#	0	1
#		#	#	0	1
#		#	#	1	1
Total				1	3

Click on X
hyperlink to
jump to B0022:
Comments

B0022: Comments

Execution Date: 6/19/19

Employee	12345678 - Mickey L Mouse
Organizational Unit	22222222 - Public Relations
Position	69999999 - Social Media Manager
Infotype	9834 - Employee Grievance Data
Subtype	02 - Discrimination
Valid From - Valid To	12/31/14 - 12/31/99
<p>Grievant did not show for initially scheduled Mediation on 1/13/15; he called HR stating he had a flat tire and could not make it in and requested a reschedule. Agency excused and Mediation was rescheduled for 1/26/15.#</p>	

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

B0034: Employee Grievance Data	
Age	OAH Deadline
Agency Hire Date	OAH Filing Date
Appealed to OAH?	OAH Final Decision
Comments?	OAH Remand Back to Agency
Date FAD Issued	Organizational Unit
Date Formal Grievance Filed	Original Hire Date
Date Informal Completed	OSHR Reviewed FAD
Date of Alleged Event or Action	Personnel Area
Date Step 1 Completed	Personnel Subarea
Decision Date	Policy Violation Action
Discrimination Action	Position
Discrimination Basis	Record Complete
Employee	Remand Date
Employee's Name	Sequence Number
Employee Group	SOC State Category
Employee Subgroup	SOC State Subcat
Employment Status	Step 1 Result/Mediation
Emp Pay Area	Step 2 Filed?
Emp Pay Group	Step 2 Result/FAD
Emp Pay Level	Veteran Status
Emp Pay Type	Grievance Count
ESGCAP	Reason Count
Ethnic Origin	
FAD Exceeded Timeline	
Formal Grievance Filed?	
Gender	
Grievable Issue	
Grievance End Date	
Grievance Filed Timely?	
Grievance Start Date	
Informal Step Taken	
Job	
Military Status	
OAH Case Number	
OAH Case Status	

Special Report Considerations/Features

- Report lists the grievances that are valid as of (report run date) for the date ranges entered in 'From Day – To Day' prompts. This report brings in all the grievances that are within the 'From Day' 'To Day' date range given in the prompt screen. These records may have begun before the 'From Day' or beyond the "To Day" however, if they are valid at any point between the ranges given, they will be selected.
- For example, with a date range of 'From Day' 6/11/2019 and 'To Day' 12/14/2019 the following records would be selected with the following date ranges:

Valid From	Valid To	Example Type
6/11/2019	12/14/2019	Validity dates match record
5/1/2019	12/31/9999	Validity dates starts before and ends after selected range
6/13/2019	8/20/2019	Validity dates start before and ends before selected range
5/18/2019	5/18/2020	Validity dates start before and ends after selected range.

- When an employee files a grievance under multiple discrimination factors in the SAP ERP system, this report breaks out the multiple discrimination factors on individual rows. The Grievance Count reflects the count per Grievable Issue. The Reason Count reflects the count per unique combinations of Discrimination Action and Discrimination Basis for each Grievable Issue.

In this example, an employee filed a Discrimination grievance on multiple factors of Race, Age and National Origin.

Personnel No. [REDACTED]		Name [REDACTED]	
EEGroup P	SPA Bi-Weekly	PersA 1501	Transportation
EESubgroup A1	FT N-FLSAOT Perm	Statu	Withdrawn
Start 02/23/2016	To 04/18/2016	Chngd 04/18/2016	00770012 <input type="checkbox"/> Record Complete

Employee Grievance Data	
Grievable Issue 02 Discrimination	Date of Alleged Event or Action 12/04/2015

Policy Violation Action <input type="checkbox"/> Dismissal <input type="checkbox"/> Demotion <input type="checkbox"/> Suspension without Pay <input type="checkbox"/> Unavailability Separation <input type="checkbox"/> Inaccurate & Misleading <input type="checkbox"/> Overall Performance Rating <input type="checkbox"/> Priority Promotion <input type="checkbox"/> Priority Reemployment <input type="checkbox"/> Veterans Preference	Discrimination Action <input type="checkbox"/> Hiring <input checked="" type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Compensation <input type="checkbox"/> Written Warning <input type="checkbox"/> Work Assignments <input type="checkbox"/> Overall Performance Rating <input type="checkbox"/> Suspension without Pay <input type="checkbox"/> Reasonable Accommodation	Discrimination Basis <input checked="" type="checkbox"/> Race <input type="checkbox"/> Sex <input type="checkbox"/> Religion <input checked="" type="checkbox"/> National Origin <input type="checkbox"/> Genetic Information <input type="checkbox"/> Political Affiliation <input type="checkbox"/> National Guard <input type="checkbox"/> Veteran Status <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Gender Identity/Expression <input type="checkbox"/> Pregnancy
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Informal Process	
Informal Step Taken Unresolved, EEO Informal Inquiry	Date Informal Completed 02/12/2016

Formal Grievance Filed? Yes	Grievance Filed Timely? Yes	Date Formal Grievance Filed 02/23/2016
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This report will reflect the different factors individually as shown below.

Employee	Employee's Name	Grievance Start Date	Grievance End Date	Grievable Issue	Date of Alleged Event or Action	Policy Violation Action	Discrimination Action	Discrimination Basis	Grievance Count	Reason Count
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	Age	0	1
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	National Origin	0	1
12345678	MOUSE, MICKEY	2/23/2016	4/18/2016	Discrimination	12/4/2015	#	Promotion	Race	1	1
									1	3

Here the **Reason Count** shows the count for each individual discrimination factor based on the **Discrimination Basis** type. The **Grievance Count** reflects the count for each **Grievable Issue** such as Policy Violation, Discrimination, Harassment or Retaliation. The discrimination factors are broken out into 3 separate rows, but they all pertain to the same **Grievable Issue**. Hence the **Grievance Count** is marked as 1 on only one of the rows while the others are marked as zero. This is done so that the total Grievance Count does not over-inflate when summarized.

Change Log

Effective 5/4/2015
Initial report creation to convert from BI to BOBJ.
Effective 6/20/2019
Report updated to new format.